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DD Form 1155, JAN 1998 (EG)

PREVIOUS EDITION MAY BE USED.

Sverdrup Technology Unified and Special Operations Group

Price Proposal - SORR CFO Support

CLIN 0006 Labor (Firm Fixed Price)	4	МО	\$78,996.195	\$	315,984.78
CLIN 0002 Materials (Cost Reimbursable)	1	LO		\$	500.00
CLIN 0003 Travel (Cost Reimbursable)	1	LO		\$	10,000.00
CLIN 0007 Technical Data	1	LO		NSF	
SORR-CCA Total				\$	326,484.78

SPECIAL INSTRUCTIONS

All deliverables under this task order which are not clearly called out in the statement of work with specific performance requirements shall be issued to the contractor's Task Leader in the form of a written document issued by the Contracting Officer Representative (COR). The contractor shall document performance, hours, and costs, and the date of delivery of the draft or final deliverable in accordance with the contract data requirements listing.

ACCOUNTING AND APPROPRIATION DATA

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AMOUNT:

\$326,484.78

STATEMENT OF WORK FOR THE UNITED STATES SPECIAL OPERATIONS COMMAND (USSOCOM) COMPTROLLER DIRECTORATE CHIEF FINANCIAL OFFICER (CFO) SUPPORT

1.0 Objectives

The objective of this Statement of Work (SOW) for the Chief Financial Officer (CFO) Support is to support the USSOCOM CFO requirements and responsibilities. These requirements and responsibilities are mandated by the Department of Defense (DoD) and documented in DoD Directive 7000.14R, "Financial Management Regulation" (FMR). This support includes information gathering, CFO program management, financial and accounting analysis, reporting, and performance measurement, report preparation, CFO library creation and maintenance, CFO user training, and performance based budgeting evaluation. To meet the HQ USSOCOM objectives the contractors at a minimum must have a thorough knowledge, experience and understanding of Federal government laws, regulations and guidance associated with financial management such as (1) the Chief Financial Officer's Act; (2) Statements of Federal Financial and Accounting Standards (SFFASs); (3) the Office of Management and Budget Form and Content guidance (OMB 97-01) with amendments; (4) A Guide to Federal Requirements for Financial Management Systems; and (5) the Department of Defense Financial Management Regulation. Technical and functional experience with the governmental Financial System environment including governmental organizational structure and the Defense Finance and Accounting Service (DFAS) in particular are necessary to perform the intent of this statement of work.

2.0 Background

The CFO Act of 1990 established the framework for improved federal financial management. This act defined roles and responsibilities in key financial management, leadership and accountability functions. One of the general requirements of CFO is for the government's executive agencies (of which DoD is one of the 24 agencies) to prepare annual auditable financial statements (AFS). The Defense Finance and Accounting Service (DFAS) has primary responsibility to prepare supporting financial statements for USSOCOM (an audit opinion is not expressed on supporting statements alone) that are combined and consolidated with other defense agency statements for inclusion in DoD's report. However, all non-financial system derived information on the statements and other required supplementary reports must come directly from USSOCOM (Operating Materials & Supplies, Plant, Property & Equipment (PP&E), contingent liabilities, etc.). Additionally, the accuracy, reliability, and validity of the financial statement data compiled by DFAS are USSOCOM's responsibility.

3.0 Requirements:

3.1 CFO Program Management. The contractor shall:

- 3.1.1 Facilitate and coordinate CFO Working Group meetings for the purposes of informing Command Centers/Components of CFO reporting requirements, determining how best to meet the requirements, and gathering data to report to DFAS and OUSD.
- 3.1.2 Participate in the various OSD-level Working Groups on PP&E, OM&S, and other CFO-related matters; advise and recommend courses of action in the best interest of USSOCOM. (CDRL A001)

- 3.1.3 Provide CFO-related audit liaison support including coordination of auditor visits and requests for information as well as drafting and coordinating responses to draft audit reports. (CDRL A002)
- 3.1.4 Consult Comptroller on changes in federal and DoD accounting policy.
- 3.1.5 Assist in development of Command guidance, policy, or standard operating procedures as necessary to meet CFO requirements and objectives. (CDRL A003)
- 3.1.6 Develop and present CFO briefings to internal and external audiences concerning CFO compliance and USSOCOM CFO efforts. (CDRL A004)
- 3.1.7 Advise the USSOCOM Comptroller on alternatives and recommendations for the implementation of various accounting/financial systems for use by USSOCOM and its Components.
- 3.1.8 Advise and consult on classified accounting requirements. Perform gap analysis to assess what needs to be done to improve CFO compliance of classified accounting.

3.2 Financial and Accounting Analysis, Reporting, and Performance Measurement. The contractor shall:

- 3.2.1 Gather, prepare, and report financial data required by DFAS to complete the preparation of the annual financial statements in accordance with the FMR, OMB Bulletin 01-09, and the SFFAS. (CDRL A005)
- 3.2.2 Assist USSOCOM with review and analysis of all Department-level budgetary and proprietary financial reports including the DD1002, DD1176, SF133, Trial Balances, Principal Financial Statements, and other reports as necessary. (Review and analysis to include reconciliation between reports, identification of problem areas, breaking down summary reports to lowest level possible allowing more opportunities for management review and action, and standardized financial statement analyses techniques.)
- 3.2.3 Prepare summary and discrepancy reports on a monthly basis at the lowest accountable level, including complete narrative descriptions and explanations, detailed data analyses, identification of probable causes, and recommendations for problem resolution. (CDRL A006)
- 3.2.4 Assist USSOCOM with annual review and analysis of the annual financial statement preparation process at DFAS-IN to include all principal statements, supplementary reports, and footnotes. Assistance includes reviewing trial balances data, researching problem areas, providing recommendations for adjusting entries, researching supporting documentation, and representing USSOCOM in the joint review process at DFAS-IN. Requires travel to DFAS-IN an estimated 4 weeks per year.
- 3.2.5 Study the assignment of Object Classes and Cost Element codes across the command to accounting transactions, and determine the impact on General Ledger postings.
- 3.2.6 Assist in development of command policy for the preparation of USSOCOM financial statements, RSSI, and RSI reports using the "CFO Reporting Guide" and "Data Collection Tool (DCT)" as references. (CDRL A007)
- 3.2.7 Web-enable the CFO reporting guide and DCT allowing Centers and Components to enter data directly into an electronic form to report required information.
- 3.2.8 Provide CFO compliance and Department-level reporting reconciliation support and assistance to USASOC, AFSOC, and NAVSPECWARCOM.

3.3 Plant, Property and Equipment. The contractor shall:

- 3.3.1 Advise and consult USSOCOM, through the CFO Working Group, on changes in and requirements of federal PP&E accountability requirements such as FASAB Exposure Drafts and DoD Draft Policies.
- 3.3.2 Participate in OUSD PP&E Program Management Office discussions on PP&E. Advise USSOCOM Comptroller of discussions and implications. Coordinate USSOCOM PP&E accounting policy with military service and Component representatives.
- 3.3.3 Assist in evaluating alternatives for property accountability systems that meet or exceed JFMIP requirements.

3.4 Maintain the USSOCOM CFO Library. The contractor shall:

- 3.4.1 Maintain an up-to-date CFO Library to serve as the Comptroller's primary source for current financial management laws, regulations, policies, and other financial management related material.
- 3.4.2 Establish regular communication with federal policy-making and DoD financial management bodies (i.e. OUSD/PP&E PMO, FASAB, etc.).
- 3.4.3 Provide weekly status reports summarizing updates and changes in the Library. (CDRL A008)

3.5 Training – CFO and Proprietary Accounting. The contractor shall:

- 3.5.1 Provide training sessions to Command personnel on the CFO Act and other financial management reforms and requirements. Session will discuss the roles and responsibilities for CFO reporting in the DoD and the specific compliance requirements for USSOCOM. (CDRL A009)
- 3.5.2 Provide training sessions to Comptroller personnel on the basics of proprietary accounting, a discussion of proprietary transactions are posted to the general ledger, and a discussion of how the general ledger accounts are cross-walked to the financial statements. Loose class structure will promote classroom discussion. (CDRL A009)

4.0 Monthly Cost and Performance Report.

The contractor shall submit a monthly cost and performance report documenting costs for the month, by labor category, and accomplishments for the month, any issues, and projected work for the following month. (CDRL A010)

5.0 Deliverables.

Deliverables shall be as specified by the Contract Data Requirements List (CDRL). The government will have 10 government work days to complete the review of each deliverable and accept or reject the deliverable in writing. When the government fails to complete the review within the review period the deliverable will become acceptable by default.

6.0 Travel and Per Diem.

The contractor shall be required to travel for information gathering and discussions with various DFAS, military departments, and OSD staff. Travel arrangements are the responsibility of the contractor and will be funded from the travel line on the contract.

7.0 Facilities, supplies, and, services.

The contractor shall provide office space for personnel required under this effort.

8.0 Security.

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